

ELA TOWNSHIP BOARD MEETING
THURSDAY, MARCH 13, 2003
7:30PM
Village of Lake Zurich Board Room
70 East Main Street Lake Zurich, IL. 60047
Approved 4/10/03

1. Call To Order

Supervisor Tinerella called the meeting to order at 7:33pm. Thursday March 13th, 2003.

2. Roll Call

Present: Supervisor Tinerella, Clerk Prouty, Trustees Black and Burch. Trustees Knudtson and Sullivan were absent. Other Elected Officials were Assessor Hoffman and Highway Commissioner Kruckenberg. Senior Director Neuschel and Ela Township Lawyer Krafthefer were also present.

3. Pledge of Allegiance

The Ela Township led those in attendance in the pledge of Allegiance.

4. Public Comment

There were no public comments at this time.

At this time Supervisor Tinerella suggested we modify our Agenda tonight, as we only have two of our four Trustees were present, as we did not know until yesterday that our other two trustees were go to be absent. And three days ago Trustees Black and Burch contacted the Town Clerk to add on the agenda, reconsideration on some funding that failed at last month Board meeting. I would suggest that we would wait until we have a full Board present to revote on funding to the following groups.

- a. Community Companion Volunteers Program: \$2,000.00
- b. Hospice of Northeastern Illinois: \$3,000.00
- c. Center for Enriched Living: \$8,000.00
- d. Nicasa: \$10,000.00
- e. Metropolitan Emergency Support Service (M.E.S.S.): 3,000.00
- f. LaCASA: \$15,000.00

Trustee Black, stated that there was nothing suspicion about adding the above groups to the agenda, as she did not know at that time that the two Trustees would be absent.

Trustee Burch said if he would have been thinking he would of suggested a revote for the failed organizations but with lower requests amounts.

Ela Township Lawyer wanted a clarification, on if the Board next month is going to discuss this again and are the organizations going to have an opportunity to speak again.

The Board had no problem with this.

At this time number **18** on the agenda- **Township Social Worker- information, discussion, and possible action** was moved up on the agenda.

At this time Trustee Black introduced Larry Niodem a police social worker who will be giving a presentation on the work he does for various communities. He has been in this profession of human services for twenty years and the last fifteen he has been with the police departments. He is the coordinator of Crisis Intervention Services with three west suburban police departments, Ridgeview, Hickory Hills and Willow Springs. He is a former police professional and 2002 recipient of Cook County State Attorney victim advocate award for domestic violence. He is a member of Illinois police Social worker Association and a member of the West Suburban Juvenile officer association, Cook County fifth district committee on domestic violence, and a member of Lyons Township task force. His main suggestion was to form a committee of the three police departments in Elhart Township and go from there.

5. Approval of January 21st Special Board Meeting and February 13th.

Board Meeting Minutes

The Board will table the minutes from January 21st, as the Clerk has decided to transcript the whole tape per word as this was very important transition of moving the bus system under the Highway Commissioner control and she would like to have all the correct facts recorded for the future, and she did not like what was done with her tape and minutes.

Supervisor Tinerella's motion to approve the February 13th 2003, meeting minutes with the minor change of the adjournment time of 11:49pm to 10:49pm, seconded by Trustee Black. Roll Call: Supervisor Tinerella, Trustees Black and Burch voted aye and the motion carried. 3to0.

6. Audit Approval for expenditures listed in Audit Reports 2/14-3/6

BOARD AUDIT 2/14-3/6/03

DATE	GEN TOWN	GEN ASSIST	GEN ROAD	PERM ROAD	PARK
3/13/03	\$124,145.31	0	\$14,804.19	\$14,716.31	0

Total of all Funds \$153,665.81

A few issues were discussed on the bills.

- The Agenda dated 2/14-3/6/03 instead of 2/14-3/6-3/13/03
- Three bills were presented in the last couple of days and they were mostly utilities bills and they can go out automatically and the Board can review them. The other three bills that came in, one the payment terms are net thirty and the invoice date is 3/12/03 so we can go with April and still meet the due date on it. Another one was for Knoll steel and it was just a statement with out an invoice the Road Commissioner stated the invoice and statement were stapled together. The last bill was from a C. Kruckenberg for eighty hours of welding time with no payment terms. The Highway Commissioner wanted to know what payment terms had to do with the bill. The bills should be paid up to the meeting date as it has been in the past. The agenda missed the date covering payments. The Supervisor had no issue with the three bills being approved and paid.
- The Assessor also had an issue on a bill from Office Depot for five chairs. Her staff was informed that the bill could not be submitted to the Board for approval, as there was not an invoice attached. The Assessor stated that the Board refuses payment on a bill not the Supervisor and that it is in her budget and the Township will get the invoice as soon as

she gets it. The Supervisor stated bills have to have invoices for payment as stated by the Township auditors.

- d. Trustee Black had an issue with a Lap Top Computer and wanted to know if the bill was in the expenditures presented today.
- e. Highway Commissioner stated a supplier of his received a bill that should have gone to a different supplier.
- f. The Township lawyer stated you probably should actually have the document that was signed authorizing the purchase, not the receipt. The Supervisor stated this was a little more challenging as the price was crossed out.

Trustee Burch's motion to approve the listed expenditures from 2/14/03-3/6/03, seconded by Supervisor Tinerella. Roll Call: Trustees Black and Burch voted aye. Supervisor Tinerella voted nay. The motion carried 2 to 1.

Trustee Black's motion to approve the three bills for the Road District for Dueco on the balance from \$7,800.00 for the equipment purchase from them, for Knoll Steel for \$1,317.00 for beams and to K. Kruckenberg for \$1,440.00 for welding-total of \$10,557.00, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Black and Burch all voted aye and the motion carried 3 to 0.

Trustee Black's motion to pay the Assessor's bill to Office Depot for chairs that were purchase with the idea that the Assessor will provide the backup invoice when it comes in, seconded Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Black and Burch all voted aye and motion carried 3 to 0.

7. Line Items Transfer Approval March 6, 2003

GENERAL TOWN FUND

<u>Amount</u>	<u>From Line Item</u>	<u>To Line Item</u>
\$3,000.00	11510 Health Insurance	11507 Admin Salaries
\$3,000.00	11511 Social Security Tax	11507 Admin Salaries
\$364.00	11513 Unemployment Ins.	11503 Assessor's Salary
\$1,000.00	12500 Assessor Dept. Salaries	12511 Social Security Tax
\$100.00	12500 Assessor Dept. Salaries	11545 Outside Assess Serv.
\$300.00	17508 Bus Drivers Salaries	11568 Bus Repairs body wk.
\$300.00	17508 Bus Driver Salaries	11569 Bus Fuel

Supervisor Tinerella's motion to approve the above line item transfers, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Black and Burch all voted aye and the motion carried 3 to 0.

8. Township Supervisor Report- K. Tinerella

The Supervisor report was received and attached to the back of the minutes.

Supervisor Tinerella wanted to congratulate the Flames cheerleaders and Pom Pom squad as they took first place in some recent competition and they practice at Knox Park.

The Supervisor also related that the Bus service transition from the Township Administrative office to the Road District office appears to be running very smoothly. This change has allowed us to keep the Bus System centralized with now having the Drivers, Buses and Dispatcher system all housed in one location. And by sharing resources with the new employee that the road district has hired, we are better able to utilize our employees and eventually reduce cost. And the timing could not happen at a better time, as our Administrative staff is extremely busy with budget, personnel policy, and bringing up our Website. So thank you to all of you who were instrumental in this change. Trustee Black wanted a big thank you to Leslie Roll and the Highway Commissioner for making this transition possible. And also, a big Thank you to the drivers. The Highway Commissioner made a comment about the Supervisor's comment on once they get back to two full time drivers and two part-time that this would cut down on the over time. The highway Commissioner said that this would not happen as we have been occurring overtime for a number of years and he has records going back for the past year to date and we always have overtime regardless of how many drivers we have. So this is an issue we'll have to address later, so by hiring another part time driver will not reduce the overtime. The Supervisor will discuss this later with the Highway Commissioner as she had some ideas on this subject.

9. ELA "55" Plus Report-S. Neuschel - Senior Director

Sue Neuschel said her report covered everything she had to say.
This report was received and attached to the back of the minutes.

10. Ela Township Youth Drop-in Center Report-J. McCarthy-Youth Director

The Youth Director was not present at this Board meeting.
This Report was received and attached to the back of the minutes.

11. Ela Township Communications Manager Report-T.Huntsha

The Communication Manager was not present at this Board meeting.
This report was received and attached the back of the minutes.
Trustee Black had a question on the Communications Manager report, who authorized the purchase of the Lap-Top Computer? because the Board did not authorize the purchase of the Lap Top Computer for the Youth Center Director. Supervisor Tinerella answer that it was such a good deal and after trying to use a server from Assessors office, (that the Assessor kindly gave to them) she informed us of this really good deal for a Lap Top computer, which she had purchase one for her own personal use and it was on Tom Huntsha recommendation that we do the same, being that it was such a good value and it was only on sale at that price for one day, so I approved the purchase. Trustee Black inform the Supervisor that she could not go over \$500.00 with out Board approval and you have done this quite a few times and you are not following what our policies are. And you are not going by the establish board policy and as far as having a lap top it should be for our Clerk who that type of a system could help her immensely but to have it for a part time person who basically did her report on one sheet of paper, is wrong. The Supervisor answered that, the Youth Director uses the Computer to track the data base on the kids while supervising them at the same time and it only makes sense to give her a tool to work with, instead of paying her for overtime. Trustee

Black stated to the Supervisor that she was still in violation of the policy governing township funds by going over the \$500.00 limit without approval. The Supervisor stated that the Youth Director has a budget. Trustee Black said no she does not have a budget, that budget is for the Youth Center for buying materials to put the Youth Center together not for buying expensive Computers. And this being for a part time person and not having one for the Clerk is wrong. Trustee Burch stated he received E-mail from the Clerk asking for permission to buy a Lap Top and he gave his okay and now he finds out a Lap Top was purchase for some one else and not for Clerk. The Supervisor said this was news to her-well when the suggestion was made to Clerk it was to go to the Trustees for permission and she forgot to include the Supervisor. When the Clerk asked for the Townships Credit Card she was told no, that she didn't need a Lap Top Computer.

Trustee Burch's motion to take the purchased Lap Top Computer and give it to the Clerk (even if the Clerk does not want it) and if the Youth Director needs a Lap Top Computer she can make application to the Board at next month meeting, seconded by Trustee Black. Roll Call: Trustees Black and Burch voted aye. Supervisor Tinerella voted nay and the motion carried 2 to 1.

Supervisor Tinerella's motion to purchase a Lap Top Computer for the Youth Director, seconded by Trustee Burch. Discussion: Trustee Burch stated that the Lap Top be changed to a standard Computer, that could be put upstairs and the youth could use it also and the director could use it when the youth were not using it. Supervisor stated lets take the clerk's desktop and put it upstairs and give the Clerk the Lap Top. Trustee Burch stated no, as the purpose of the Lap Top was to make the Clerk more mobile to where the Board was at and to be able to take notes and make her work easier. Supervisor stated no lets swap them. Senior Director offered her old computer and the Supervisor said no Thanks. Supervisor said the one the Clerk has is a lot better. Trustee Black said lets give it a try. Trustee Burch, put a computer up where the kids can use it and the Director can just put her password in and use it up there and there is plenty of time when she is up there by herself and the kids are not on it. And there is no need to have a Lap Top up there with a chance of it being stolen or abused. And I would like to see the Youth Director's office moved up stairs also. Put her upstairs where the action is, but I will leave that to the committee that oversees the youth. The Supervisor stated that the Youth Director was always up there when the center is open. There was not a roll call on this motion.

Trustee Black's amended motion to move the Senior Director's old computer up to the attic, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees black and Burch all voted aye and the motion carried 3 to 0.

12. Highway Commissioner's Report-B. Kruckenberg

No report was submitted.

A few comments from the Highway Commissioner:

Been handling a lot of frozen culverts, have a crew working to thaw them out. This is due to the winter we have had with the lack of snow.

A Thank You to both of his staffs the Bus Service and his highway employees for putting up with him while transitioning the bus service into the Highway Department.

And the accident with one of the buses in August was not reported soon enough, and this was a violation because it was not reported. And the money to repair the bus will have to come out of Town Funds now.

Supervisor stated that the accident wasn't reported because the person that was involved in the accident was trying to settle it privately.

Assessor's Report- P. Hoffman

The Assessor did not submit a report but had a comment on the Tax Bills.

The Assessor stated that due to the certified state multiplier from the department of revenue being short of staff and they have not given the Assessor office their state multiplier yet. So unfortunately all the Tax bills will be late this year. The other thing that I have done, this is something I learn from sitting on other Boards, I have typed up all the passed motions that have been pass by this board since conception and I have a copy for every one.

14. Township Board Committee Reports

At this time there were no reports from Committees as there were no Committee meetings held since last month.

Supervisor stated it also was time to reevaluate the committees in April.

Trustee Burch had a Parks Committee meeting for March 14th, 2003, that he could not keep as he had conflicting obligations.

Trustee Black stated she has not been notified properly of up coming meetings.

Trustee Black also suggested having a book with all meeting schedules in and to have this book available to the Board, this way every one would be informed.

The Supervisor stated the trouble with the committees is that there are no meetings even if we have a meeting schedule.

Trustee Burch stated that last months Supervisor report talked about a meeting with Sports Organization and for the request for more landscaping and signage added to the garage area and Trustee Burch said he is the chairman of the Parks and he was not invited to this meeting. But the Supervisor stated some times she does not call the meeting and some times they just want the head of the department. Trustee Burch stated as the chairman he should have been informed of the meeting.

UNFINISHED BUSINESS

15. Overtime Pay- consideration to clarify and change our current method of calculation O.T. hours.

Supervisor Tinerella's motion to change Ela Township method of calculating overtime hours, Trustee Burch seconded the motion for the sake of discussion.

After a lengthy discussion, Trustee Burch withdrew his second, because it would only, be common courtesy to the Finance Chairman (Trustee Sullivan) to table this until next month's meeting or the next Finance meeting which ever comes first. Our Board member is currently absent with a family medical problem and work obligations.

The Road Commissioner stated that he had records going back to last year on overtime and that this overtime did not just increase since he has taken over the Bus system.

Supervisor stated that she could not imagine why the Board would wish to continue working in this fashion waiting for two Board members to come back.

Trustee Burch stated that this is a big policy that should have the Finance chairmen present.

The Assessor stated that the Highway and the Assessor's office have their own separate employee policy, mainly because they could not work with the Administration office and Supervisor to incorporate one policy. This motion did not pass for lack of a second.

The Supervisor stated that for the record, we are going to do this, and being effective with the next time sheets that come in, for all of the employees outside of the Assessor and Road Commissioner's, because they have the right to calculate overtime how ever they want, we will do it, base on this method out lined in our packet (hourly employees will receive time and one half pay for time worked exceeding 40 hours in any given week) and we will ratify this at our next April Board meeting.

16. Personnel Policy-discuss status and agree upon a plan to finalize policy(s)

Personnel policy was tabled until the next meeting.

17. Social Agency Funding requests-consideration/reconsideration for funding for FY03/04 and possible action:

a. OMNI Youth Services: \$103,000.00

Supervisor Tinerella's motion to fund OMNI Youth Services, \$100,000, seconded by Trustee Burch. This motion and seconded was made so the Board could enter into discussion.

Trustee Burch had a few concerns with OMNI.

- a. Some of their services are not rendered directly to the police department as quickly as necessary, and yes he has been to some of the seminars that OMNI provides and he considered them very helpful and well worth the money.
- b. Immediate response to our police and immediate locating services for some of the troubled families that need immediate care. The police department is not as keen to get those services from OMNI and that is why we are investigating a Township Social worker. But until we have that in place the best we have is OMNI.
- c. He was a little distressed with hearing from discussions with OMNI directors, that the Township has three million dollars and why don't they give more of it out. That money is not for social services, that money is part of the Township for future needs such as park purchases and other land purchases.
- d. And he was a little concern about OMNI directors giving themselves raises at this time when times are tight.
- e. And he did not appreciate being called at home from OMNI.

Jay Meyer answered, that all staff that was making \$40,000 did not get a merit increase and that there were some directors that got raises but they turn on additional jobs, and other jobs were eliminated. And he said a Police social worker was a good concept. In Communities where a police social worker was employed referrals to OMNI actually increased.

Trustee Burch's amended motion to fund OMNI Youth Services \$50,000 FY03 for six months with re-consideration for additional funding at the end of the six months, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella and Trustee Burch voted aye and Trustee Black voted nay and the motion carried 2 to 1.

NEW BUSINESS

19. March Newsletter- approval to print/mail

Trustee Burch does not want his articles changed and wants his articles put just as he submits it. Supervisor Tinerella stated that it was the Editor, job to edit. Trustee Burch wants his article put back just the way he had it and wants every one to get a copy of it.

Supervisor wants the PDF, read, checked and okayed and get it out by Monday 3/24/03.

20. April Annual Town Meeting-approval of agenda for April 8, 2003 meeting

Add Assessors and Highway Commissioners Reports.

Add all committees report.

The Youth Director only one to report on the progress being made on the Youth Center.

Wording -Overviews will be change to reports.

Supervisor Tinerella's motion to make the changes on the Agenda for the Annual Town Meeting and get a copy to the Trustees by Monday 3/17/03 to sign off and return to the office, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Black and Burch all voted aye and the motion carried 3 to 0.

21. Proposed FY2003-2004 Budget- initial discussions and Q&A session with department heads.

5 Funds and 12 Cost Centers

This year's budget calendar year 2002, included a budget of 4 million dollars and have actually spent two million. And under spending was primarily due to fact that nothing was done with land acquisition and projects in the Road District that did not occur this year.

The proposed budget for the fiscal year of 2003, is to be increase to seven million dollars. The reason for the increase is a line item for three and a half million dollars for land. And as we discuss this budget we will be removing that three and half million for land and we will be discussing off of the three and half million that left for a more relative comparison. With out the land in the picture we will be increasing the budget by fifty per cent. The anticipating cash on hand to start the FY2003 is four and a half million dollars in the bank and we anticipate taking in property tax revenues of, two point two million and we anticipate taking in recoveries from the Senior program and Pace operating Grant for one hundred and sixty thousand and anticipate interest of one hundred and twenty thousand and intergovernmental road agreement of twenty thousand.

General Town, Fund 1, Dept.4- Community Service Projects- Trustee Burch suggested \$5000.00 for Youth Community Service Projects and leave the project undefined. This is a new line item.

General Town Fund- Fund 1 Dept.5 Youth Center-Trustee Burch suggested adding an expense item for special events.

Park Fund-Fund 5 Dept 0- Parks line items 583a field development and 592general maintenance will be determined after a Parks committee meeting.

General Town Fund-Fund 1- dept. 6 Senior Division-Anticipating a \$10,000 increase because of increase expense of transportation and if we use the current subsidy rate we would expect \$7000.00 increase in recoveries.

General Town Fund-Fund 1- dept. 7- Bus service- The Road Commissioner wants added to the budget- 1- Newspaper publishing costs for publishing legal notices. 2. Legal fees 3. Office Supplies- Line item 569- fuel and oil- increase to \$20,000.00 from \$15,000.00.

22. Mosquitoes-update on County and Township Village plans- discuss options for township plan

The mosquitoes update was tabled until next month.

23. Township Food Drive and Party in the Park-consideration to approve August 7, 2003 event/ budget

Trustee Burch's motion to approve \$1000.00 for a down payment on a contract with the BBI. Band Entertainers, for the August 7, 2003 special event, seconded by Trustee Black. Roll Call: Supervisor Tinerella, Trustees Black and Burch all voted aye and the motion carried 3 to 0.

24. Intergovernmental Agreement for SWALCO services.

This agreement will be tabled until next month.

To be Added to the Agenda for next month's meeting for the Road Commissioner.

1. An Easement buy out for the route 22 by pass.
2. Raises and Overtime salaries to be discussed in Executive Session
3. SWALCO intergovernmental agreement.

Trustee Burch's motion to go into Executive session at 10:58pm, seconded by Supervisor Tinerella. Roll Call: Supervisor Tinerella and Trustees Black and Burch all voted aye and the motion carried 3 to 0.

CLOSED SESSION- for the purposes of: Meeting minutes approval, personnel Issues, Land Acquisition and Litigation up date.

25. Return to Open Session

26. Action on Executive Session items

No action was needed on closed session items.

27. Adjournment at 11:38pm

Trustee Black's motion to adjourn at 11:38pm, seconded by Trustee Burch. Roll Call: Supervisor Tinerella and Trustees Black and Burch all voted aye and carried 3 to 0.

Lucy Prouty Ela Town Clerk